

Aloha!

The County of Hawai'i Planning Department has launched its Electronic Processing and Information Center (EPIC) system, which allows applicants to submit applications and payments to the Planning Department electronically.

What is the EPIC system?

The EPIC system is an electronic **submittal system only**. What does this mean? EPIC replaces the process of mailing/dropping off your completed paper application and fee to the Planning Department; it does not replace the process of filling out the application form. Applicants will still need to download the appropriate Planning Department application form from our website (www.planning.hawaiicounty.gov), fill it out, and collect any supporting documents prior to submittal.

How does EPIC affect the application submittal process?

With the launch of the EPIC system, the Planning Department is no longer accepting paper applications. All application submittals and payments must be completed through EPIC.

I've filled out the application and collected my supporting documents. Now what?

- Save your application and documents in PDF form.
- Create your user account in EPIC. Visit www.planning.hawaiicounty.gov and click on the **Electronic Processing and Information Center** banner. You will be redirected to EPIC's Customer Self-Service (CSS) portal, where you may create a new user account.
- Once your account is created, select the application you wish to apply for. During the submittal process:
 - When prompted to **Add Contacts**, you may add any person/company as a Contact so long as that Contact has their own EPIC user account.
 - When prompted to **Add Attachments**, please upload your PDF file(s).

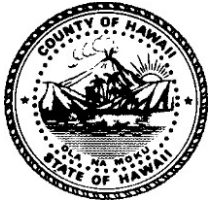
Where do I find out more information about the EPIC system and how to use it?

- How-to videos for navigating the EPIC system are available online.
 - Visit www.planning.hawaiicounty.gov
 - Click on the **Electronic Processing and Information Center** banner
 - On EPIC's welcome page, click **Help** and scroll through the drop-down menu to view the list of available how-to videos
- Need more help? Please contact us:
 - HILO Main line: **(808) 961-8288**
 - KONA Main line: **(808) 323-4770**
 - Email: planning@hawaiicounty.gov



COUNTY OF HAWAII 

**Electronic Processing and
Information Center (EPIC)**



County of Hawai'i Planning Department

Website: www.planning.hawaiicounty.gov · Email: planning@hawaiicounty.gov

East Hawai'i Office · 101 Pauahi Street, Suite 3 · Hilo, Hawai'i 96720
Phone (808) 961-8288 · Fax (808) 961-8742

West Hawai'i Office · 74-5044 Ane Keohokālole Hwy · Kailua-Kona, Hawai'i 96740
Phone (808) 323-4770 · Fax (808) 327-3563

SUBDIVISION AND/OR CONSOLIDATION APPLICATION

SUBDIVIDER: _____

SIGNATURE(S): _____ DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

SUBDIVIDER'S INTEREST:
(If not the recorded owner) _____

Any entity acting on behalf of recorded landowner must also provide written authorization.

RECORDED OWNER(S): _____

SIGNATURE(S): _____ DATE: _____
(All recorded owners must sign. Attach additional pages if necessary.)

DATE: _____

DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

ENGINEER / SURVEYOR: _____ **Authorization letter attached?** Yes No

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DESCRIPTION OF SUBDIVISION: _____

TAX MAP KEY(S): _____ **NO. OF LOTS:** _____

AVE. SIZE LOTS: _____ **ZONING:** _____ **TOTAL ACRES:** _____

THIS APPLICATION MUST BE ACCOMPANIED BY:

- Preliminary map** drawn to scale, stamped, **signed by a licensed surveyor**, and prepared in accordance with Article 4, Divisions 1 and 2, Chapter 23, Subdivision Control Code of the County of Hawai'i. This also includes a vicinity map. **The Planning Director requests an additional copy** of the Final Plat Map to be submitted as a ".dwg" or ".dxf" file prepared by CAD software.
- Filing fee** based on \$250.00 plus \$25.00 per lot resulting from the subdivision and/or consolidation action, exclusive of roadway or easement parcels.
- Letter of transmittal** and completed application form.
- Written authorization** from landowner(s) authorizing an engineer, surveyor, or other agent to act on their behalf, if applicable.

WITHIN TEN (10) DAYS OF FILING THIS APPLICATION, THE APPLICANT SHALL POST A SIGN NOTIFYING THE PUBLIC OF THE SUBDIVISION/CONSOLIDATION APPLICATION (see reverse).

POSTING OF SIGNS FOR PUBLIC NOTIFICATION

In accordance with the requirements of Chapter 23 (Subdivision Code), Article 4, Division 1, Section 23-58.1, Hawai'i County Code 1983 (2016 Edition, as amended) regarding the posting of signs for Public Notification, the applicant shall post a sign on the subject property **within ten (10) days** of filing the application for a subdivision and/or consolidation, notifying the public of the following:

- (1) The nature of the application;
- (2) The proposed number of lots;
- (3) The size of the property;
- (4) The tax map key(s) of the property; and
- (5) Verbiage to contact the planning department for additional information, followed by the planning department's address and phone number.

Notwithstanding any other provisions of law, the sign shall be not less than nine square feet and not more than twelve square feet in area, with letters not less than one inch high. No pictures, drawings, or promotional materials shall be permitted on the sign.

The sign shall be posted at or near the property boundary adjacent to a public road bordering the property and shall be readable from said public road. If more than one public road borders the property, the applicant shall post the sign to be visible from the more heavily traveled public road.

The sign shall, in all other respects, be in compliance with Chapter 3, Hawai'i County Code 1983 (2016 edition, as amended).

The applicant shall file an affidavit with notary statement or notarized affidavit with the planning department **not more than five days after posting the sign** stating that a sign has been posted in compliance with this section, and that the applicant and its agents will not remove the sign until the application has received final approval, or has been rejected or withdrawn. A photograph of the sign in place shall accompany the affidavit.

The sign shall remain posted until final approval, or until the application has been rejected or withdrawn. The applicant shall remove the sign promptly after such action.

Should you have any questions, please contact the Planning Department at (808) 961-8288.